

## **VILLAGE OF SLINGER**

### **Steps in the Budget Process**

In November each year, the Village adopts its annual budget to determine its operations and level of spending for the next year. Developing the budget takes several months and the resulting document has tremendous impact on the Village's levy amount and individual property tax bills. Anyone with a property tax bill can benefit from a solid understanding of the budget process and how the public can participate in the Village's budget development.

**Step 1, July:** Village Department Heads are given budget packets containing the year's budget schedule, information on expected increases in specific expenditure items and a general overview of the Village's levy limit guidelines. The budget schedule will include the time allotted for individual department budget development and the dates for public meetings on each department's budget.

**Step 2, August:** The Village Board holds a preliminary discussion on the upcoming budget. Staff will present information pertaining to cost inflation projections, levy limit restraints, debt service schedules and any other items that are expected to have an impact on the budget. This discussion is held during a regularly scheduled, open meeting of the Village Board and is an excellent opportunity for residents and taxpayers to give their input on any programs or expenditures in which they have an interest.

**Step 3, September and October:** Department Heads present their proposed budgets at the Village Board meetings. Village Board meetings are normally held on the first and third Mondays of each month; the meeting that falls on Labor Day is usually held on that Tuesday. These meetings are all open to the public and the agenda posted for each meeting will list the different department budgets that will be discussed. The public is always welcome to attend these meetings to gain first-hand information and present any commentary they may have on proposed budget items.

**Step 4, November:** A Public Hearing is held on the budget during a Village Board meeting that is open to the public. A summary of the proposed budget to be discussed is published in the West Bend Daily News at least 15 days prior to this meeting. The hearing notice and budget summary are also posted in at least three locations throughout the Village. Present posting locations are the Post Office, Associated Bank, and Fox Brothers Piggly Wiggly. A copy of the proposed budget is available for review at Village Hall during normal business hours for the two weeks before the Public Hearing is held.

The Village's annual budget is created over a period of several months and the reviews and discussions of it are conducted at Village Board meetings that are always open to the public. Residents and taxpayers are encouraged to take part in the process to make sure their elected and appointed officials produce a budget that represents the best interests of the Village.